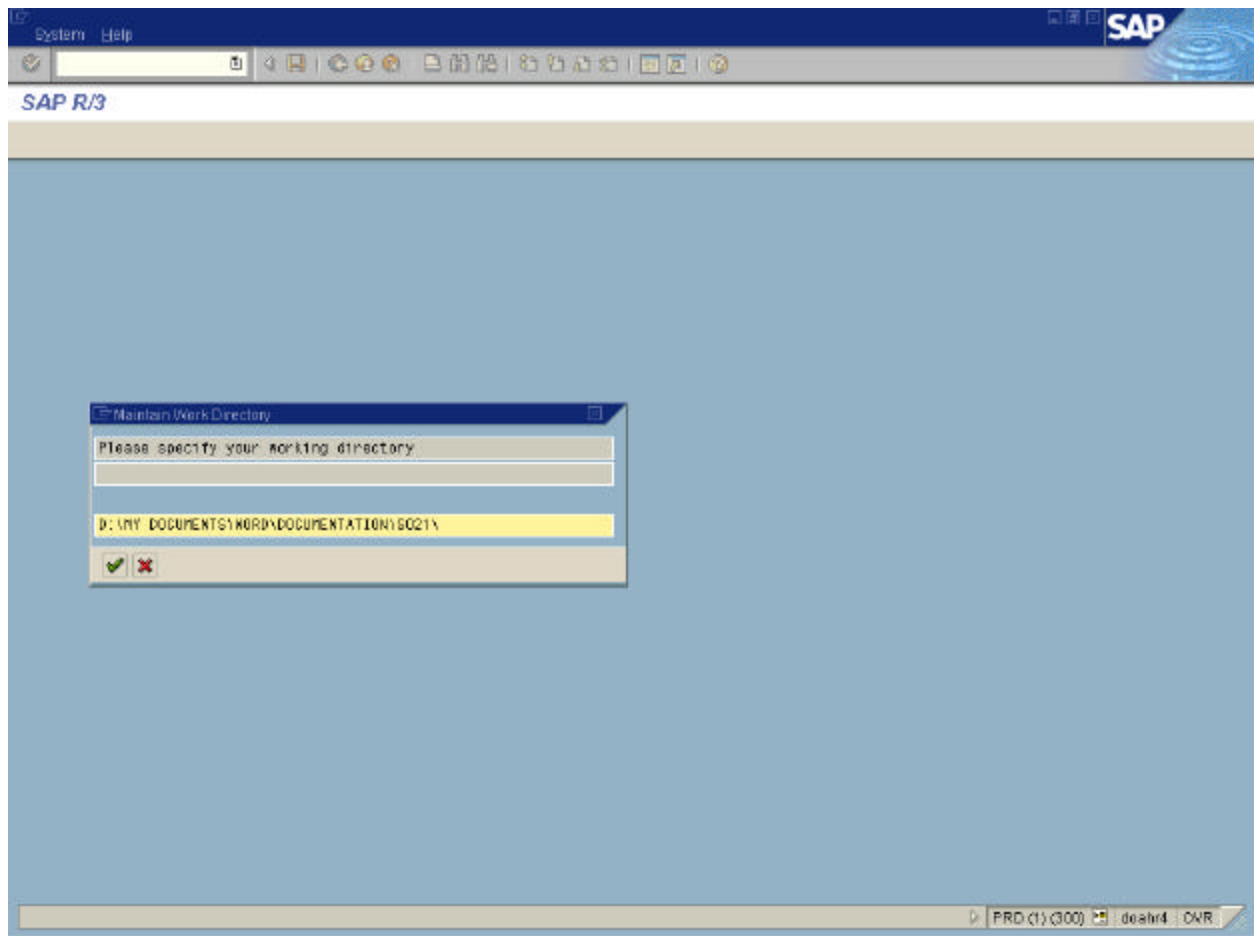


SO21 - Maintain Work Directory

New functionality allows users to specify a working directory that will automatically default when you are downloading documents from SAP. Enter transaction SO21 to utilize this functionality. Specify the name of the directory you wish to download your documents to in the Maintain Work Directory box. Click the green arrow button to activate the specified directory as the default working directory. Click the green arrow button once again to remove the pop up box from your screen and to return to your SAP Easy Access menu.



To download a report to the default working directory, select Export to Local file or HTML download. If Local file is chosen, selecting any of the available formats: unconverted, Spreadsheet, Rich text format, or HTML format, will present the default directory.

SAP R/3

Run Date: 12/04/2002 STATE OF LOUISIANA
Run Time: 10:08:50 ISIS HR SYSTEM
ReportID: 2706

Absence Quota Report

Spreadsheet
Word processing
Local file
Send
Office
ABC analys.
Crystal report designer
Crystal Reports file export
HTML download

Pers. Area	Org. Unit	OS Level	Q.	Quota text	Quota Bal	Qta Units	PY Per	PY Year
0107	50025561	OS-18	94	K-TIME EARNED	50.00000	HRS	24	2002
0107	50025561	OS-19	94	K-TIME EARNED	148.00000	HRS	24	2002
0107	5031094	OS-21	94	K-TIME EARNED	21.50000	HRS	24	2002
0107	50025561	OS-21	94	K-TIME EARNED	228.00000	HRS	24	2002
0107	50025563	OS-22	94	K-TIME EARNED	21.00000	HRS	24	2002
0107	50025561	OS-22	94	K-TIME EARNED	24.50000	HRS	24	2002
0107	50025562	OS-22	94	K-TIME EARNED	15.50000	HRS	24	2002
0107	50025561	OS-21	94	K-TIME EARNED	30.00000	HRS	24	2002
0107	50026918	OS-23	94	K-TIME EARNED (ST)	57.50000	13.5000	2.5	68.50000
0107	50025561	OS-23	94	K-TIME EARNED (ST)	78.00000	11.5000	6.0	84.50000
0107	50321092	OS-27	94	K-TIME EARNED (ST)	5.00000	11.0000	8.0	10.00000
0107	50026923	OS-21	94	K-TIME EARNED (ST)	8.00000	11.0000	3.0	8.00000
0107	50025561	OS-21	94	K-TIME EARNED (ST)	49.50000	10.0000	10.0	49.50000
0107	50025549	OS-25	94	K-TIME EARNED (ST)	14.00000	9.5000	5.5	18.00000
0107	50026918	OS-21	94	K-TIME EARNED (ST)	1.50000	8.0000	0.0	8.50000
0107	50026919	OS-23	94	K-TIME EARNED (ST)	11.50000	7.5000	0.0	19.00000
0107	50026919	OS-21	94	K-TIME EARNED (ST)	5.50000	7.5000	4.0	10.00000
0107	50025561	OS-19	94	K-TIME EARNED (ST)	9.00000	7.5000	0.0	7.50000
0107	50025561	OS-24	94	K-TIME EARNED (ST)	65.00000	7.5000	0.0	72.50000
0107	50025561	OS-18	94	K-TIME EARNED (ST)	27.00000	7.5000	0.0	34.50000
0107	50026926	OS-21	94	K-TIME EARNED (ST)	9.00000	7.0000	2.5	4.50000

PRD (1) (300) dshhr4 DVR

The Transfer DAT to a Local File box will pop up with the specified work directory defaulted. Simply enter the name and extension of the document. You can find the downloaded document by opening the specified work directory via the Windows Explorer.

